Getting started with your online survey

This guide is intended as a reminder of some of the key features of Qualtrics that were covered at workshops. If you've missed all of the workshops and want to start working on your survey, please contact Joe and Martina at sasspsychlab@brighton.ac.uk .

HOW DO I FIND THE SURVEY PLATFORM?

Navigate to the recruitment page from the lab's website: blogs.brighton.ac.uk/sasspsychlab or log in from Qualtrics website login.qualtrics.com. Qualtrics can also be found in the SS603 area on Student Central.

Your login details - please change the default password!

User ID	Your university email address (e.g. j.smith1@uni.brighton.ac.uk)
Password	If you have never changed your password on Qualtrics, the default is "changeme". The Qualtrics password is independent of your normal Uni password - we suggest you make it the same! Click on the Profile symbol in the top right corner of the screen and select "Account settings…" which will enable you to change your password

ADDING YOUR STUDY

1. After you've logged in, click on "Projects" at the top of the screen; select "Create a project"

2. Select "Create from Existing". Click on "From a Library" and select "University of Brighton | Psychology" from the dropdown menu. - **VERY IMPORTANT! You must use the template, rather than create a project from scratch. Creating a project from scratch means that psychology students cannot earn Research Points, and you will be in breach of ethical requirements on withdrawal and consent.**

3. Click on "Select a project" and select "Psychology 2018/2019 template" form the dropdown menu.

4. Give your project a name and click on "Create Project"

EDITING THE TEMPLATE

The template you've just selected for your survey contains multiple sections that must stay in your survey. You'll need to customise some of the sections based on your study:

- **Information sheet** - follow these steps to upload your information sheet:

    1. Click on the question text. Replace the template text with the text of your own info sheet.

    2. Click on the question "infosheetupload1". Select "Choose file" from the menu on the right.

    3. Click on "Upload a New File". Choose the information sheet from the location on your computer and click on "Save".

4. Repeat the steps for the "Debrief" block

- **Consent form** - Add points only if needed - please speak to the psychology technicians if you do, so we can make sure the survey still works properly.

- **Demographics** - Edit this whole block as needed. Think carefully about which demographics you might want to collect, or which ones are routinely reported in studies.

- **Custom block** - This is where you can insert your own questions and add more blocks. This part of your survey must always come after Demographics and before the Debrief section.

- **Debrief** - Copy and paste/type up your debrief form here.

BUILDING A SURVEY

- **Creating a new question**

  1. Navigate to Custom Block and click on it. You should now be able to see a default multiple choice question.

  2. Change the question name to something more meaningful. By default, it's labelled as Q + number (e.g. Q4) and displayed on the left of the question text. Click on it to edit it.

  3. Edit the question and the choices by clicking on the relevant text. When you click on the question, a menu will appear on the right. You can add more answer choices by clicking on + or - symbols under "Choices".

  4. In the same menu, tick "Force response" - this means that participants have to answer the question before moving on to the next section. This will minimise the amount of missing responses you get, so always remember to tick this option.

- **Copying a question**

  1. Select the question you want to copy - you know it's selected if it's highlighted in light green and you can see the menu on the right.

  2. Navigate to "Actions" in the menu on the right. Click on "Copy Question". The new copy will be placed under the original question.

  3. Edit the question text. Also remember to change the question name on the left of the question text.

- **Adding participant instructions** - Questionnaires normally begin with a short text with instructions for the participants.

  1. Click on "Create a New Question". A new question will be added at the end of the block.

  2. Select it, and navigate to "Change Question Type" at the top of the menu on the right. Click on the green dropdown menu and select "Descriptive Text"

  3. Click on the text to edit it. Click on "Rich Content Editor" if your text needs more formatting.

4. Move the question to the top of your block by clicking on the up "^" symbol on the left side of the question box.

- **Adding and moving blocks of questions**

  - **To add a block** - Navigate to the end of your block. Click "Add a block" and rename it.

  - **To move a block** - Find the "Block Options" dropdown menu at the top of the block. Click on it and select "Move Block Up…" and "Move Block Down…"

MAKING YOUR STUDY ACTIVE

Make sure that you've got the ethics approved and that your supervisor is content for you to start recruiting

1. Go to "Projects" and select your survey. Click on "Publish" at the top right.
2. Click on "Select a Person… " and select your supervisor from the dropdown list.
3. Write a message if needed and click on "Request Approval"
4. Your approval request will be e-mailed to your supervisor, who will review the study and approve it if everything seems okay. Please allow at least 2 - 3 days for this.
5. You will receive an email when your study gets approved.

Only send the approval request once your study is 100% finalised. Editing the survey after it's been published can result in corrupted responses and loss of data. If you absolutely need to make a change, check with your supervisor and then speak with Joe and Martina who can advise you on making edits without the risk of losing data.

If you've got any questions or need additional guidance, e-mail Joe and Martina at sasspsychlab@brighton.ac.uk or stop by at the psychology lab for a chat.
Visit blogs.brighton.ac.uk/sasspsychlab for more Qualtrics guides.